

# **13.99.99.R0.39 Graduate Academic Probation, Retention, and Suspension**

Revised May 6, 2022

Next Scheduled Review: May 6, 2027



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## **Procedure Summary**

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Graduate students at East Texas A&M University are expected to achieve and maintain a high level of academic success.

This procedure states the expectations for graduate students and the rules in regard to academic probation, suspension, and retention processes. This procedure does not cover grievances related to discrimination. (See University Rule 08.01.01.R2 Civil Rights Compliance)

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## **Procedures and Responsibilities**

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### **1 Master's/Specialist Students**

- 1.1 Students with full admission status who fail to achieve and maintain an overall grade point average of 3.00 after the completion of twelve semester hours of graduate enrollment will be placed on academic probation. A student who fails to achieve a 3.00 overall grade point average by the end of the next semester of enrollment will be placed on academic suspension for a period of two semesters. (Two summer terms count as one semester.)
- 1.2 Students with conditional admission status who fail to achieve a 3.00 grade point average after the completion of twelve semester hours will be suspended and will not be allowed to pursue further graduate study in a degree program for one year.
- 1.3 Students with provisional status who fail to achieve a 3.0 overall graduate grade point average after the completion of twelve semester graduate hours will be placed on academic suspension and will not be permitted to pursue further graduate study in a degree program for one year.

### **1.4 Request to Take Courses During Suspension**

Students on academic suspension may request a one-time approval to take courses during the suspension period. The one-time approval is limited to once during the student's program, and is contingent upon the recommendation of the major department and approval of the Graduate Dean. Approval to take courses during suspension is not guaranteed.

- 1.4.1 Students must request a one-time approval to enroll no later than five business days prior to the first class day of the semester in which the student is requesting enrollment.
- 1.4.2 Students on a two-semester suspension who received a one-time approval to take courses during suspension and fails to meet the terms of the approval will begin an academic suspension period for two semesters. The student may appeal for reinstatement following the two-semester suspension period.
- 1.4.3 Students on a one-year suspension who received a one-time approval to take courses during suspension and fails to meet the terms of the one-time approval will begin an academic suspension period for one year. The student may appeal for reinstatement following the one-year suspension period.
- 1.4.4 Students placed on a one-year suspension following provisional status may request to take courses during the suspension period in non-degree status. When the student has achieved a 3.0 overall graduate grade point average, the student may seek admission to a master's or specialist program. No courses taken in non-degree status during a period of suspension may be used in a master's or specialist program

## 1.5 Reinstatement

Students on academic suspension may, after the suspension period, be reinstated and allowed to enroll only upon recommendation of the major department and with the approval of the Graduate Dean.

- 1.5.1 Students must request reinstatement no later than five business days prior to the first class day of the semester in which the student is requesting enrollment.
- 1.5.2 Reinstatement is considered on a case-by-case basis. A student is not guaranteed reinstatement at the end of a suspension period. The student is guaranteed a review of the request and a decision regarding eligibility for reinstatement to the program.
- 1.5.3 Students reinstated following a suspension period will be required to follow the conditions of reinstatement approved by the major department and the Graduate Dean.

## 1.6 Second Suspension

Students with a previous suspension who fail to achieve a 3.0 overall graduate grade point average in any subsequent semester of enrollment will result in academic suspension, and the student will not be allowed to pursue further graduate study for two years.

## 1.7 Third Suspension

If poor academic performance results in a third suspension, the student will be dismissed from the current program.

- 1.8 All courses completed while the student is on academic probation, a one-time approval to take courses during suspension, or reinstatement must be applicable to the degree sought.
- 1.9 The student who fails the comprehensive examination(s) may retake the exam when the department head or equivalent deems appropriate. Should the student fail the examination(s) upon the second attempt, a third and final attempt may be taken only with the recommendation of the Department Head or equivalent and approval of the Dean of the Graduate School in accordance with University Procedure *11.99.99.R0.13 Examinations for Graduate Degrees*.

## 2 Doctoral Students

- 2.1 A student who fails to achieve and maintain an overall 3.00 grade point average during any semester of enrollment will be placed on academic probation. A student who fails to achieve a 3.00 overall grade point average by the end of the next semester of enrollment will be placed on academic suspension for a minimum of two semesters. A student placed on academic suspension for two semesters may appeal for reinstatement at the end of the two-semester suspension period
- 2.2 No course with a grade of "C" or lower, (including grades of "U"), will count toward a doctoral degree. A student receiving a grade of "C" or lower, in a third graduate course will result in dismissal from the program, and the student will not be allowed to pursue a further doctoral degree at the University. This provision applies to all courses taken, including duplicated courses.
- 2.3 A student on academic suspension may, after the suspension period, be reinstated and allowed to enroll only upon recommendation of the major department and with the approval of the Graduate Dean.
- 2.4 A second suspension of a student will result in dismissal from the program, and the student will not be allowed to pursue further study toward a doctoral degree at the University.

### 2.5 Reinstatement

Reinstatement is considered on a case-by-case basis. A doctoral student is not guaranteed reinstatement at the end of the suspension period. The student is guaranteed a review of the request and a decision regarding eligibility for reinstatement to the program.

- 2.5.1 Students granted reinstatement following the suspension period will be required to follow the conditions of reinstatement approved by the major department and the Graduate Dean.
- 2.6
- 2.6.1 Students must request reinstatement no later than five business days prior to the first class day of the semester in which the student is requesting enrollment.
- 2.6.2 All courses completed while the student is on academic probation and those completed following reinstatement must be applicable to the degree sought.
- 2.7 A doctoral student who does not pass the comprehensive examination(s) may be suspended from the doctoral program; however, upon the recommendation of the advisory committee and with the approval of the Graduate Dean, the student may be permitted to repeat the examination(s). A doctoral student who does not pass the comprehensive examination(s) on the second attempt will not be allowed to pursue further study at the doctoral level. This procedure also applies to the final oral examination and dissertation defense.
- 3 A student on academic suspension may request review of the grade(s) contributing to suspension status by following University Procedure 13.99.99.R0.05 *Student Appeal of Instructor Evaluation*. If the grade appeal results in a grade change, the academic status will be evaluated and updated after the grade change has been processed.
- 4 Individual departments may reserve the right to dismiss from their programs students who, in their judgment, would not meet the professional expectations of the field for which they are training.
- 5 Courses completed at other institutions will not be transferable if taken during a period of suspension from the University.
- 6 A graduate student with an overall graduate grade point average of less than 3.0 and who has not been enrolled for a consecutive period of at least six years, may petition the Graduate Dean to have previous graduate grades eliminated from the calculation of the official graduate grade point average. No courses eliminated from such calculation can be used toward a graduate degree. Grades earned for all courses taken prior to an awarded degree will not be eliminated from the calculation of the official grade point average.
- 7 Students on academic probation or suspension are not eligible to change their degree or major.
- 8 Appeal of Dismissal
- 8.1 A graduate student who has been dismissed may be readmitted only by appeal to the Graduate Dean and with approval of the department. An appeal for readmission after dismissal will only be approved for rare and extenuating non-academic reasons. The fact that a dismissal goes against the student's desire to continue the program is not grounds for an appeal of dismissal. The following are the only basis for appeal of dismissal:

8.1.1 Procedural irregularity that affected the outcome: The student must specify what procedures were used and how the dismissal decision deviated from the procedures.

8.1.2 Conflict of interests or bias that affected the outcome: The student must show how his/her case was handled substantially different from other students in similar circumstances.

8.2 Within ten university business days of the dismissal decision, the student may file a written appeal to the Graduate Dean. The appeal must be in writing, specifically address the issues to be reviewed (see 8.1.1-8.1.2), and include supporting documentation.

8.3 The Graduate Dean will review the appeal. The intent of this review is to review the process by which an original decision was reached and render an appellate decision, consistent with the grounds for appeal.

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## Related Statutes, Policies, or Requirements

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University Procedure [11.99.99.R0.13 Examinations for Graduate Degrees](#)

University Procedure [11.99.99.R0.05 Student Appeal of Instructor Evaluation](#)

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## Definitions

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**SUSPENSION:** Temporary exclusion from a program due to a student violation of university rules or procedures with conditions on when a student may re-enroll.

**DISMISSAL:** Permanent exclusion from a program.

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## Revision History

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Approved September 1, 1996

Reviewed by Graduate Council FY03

Revised April 2004

Revised October 11, 2010

Revised July 9, 2018

Revised November 7, 2024 (University Name Update)

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## **Contact Office**

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